

Creating Custom Views for LastHoursDate

When a student has not had activity (i.e., instructional hours) for more than 90 days, the student will be considered “left” by LACES. Students who are “left” may have an overall status of enrolled, but a gap of 90+ days of no activity has occurred. If a student is “left” the student’s fiscal year summary record will have the entry:

LeftInFY	1	Left in Fiscal Year
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Once the student has earned hours and the hours have been entered into LACES, the FY summary must be updated so the entry will display “Left in FY = 0.” 0 indicates that the student has not left.

This is important for Table 5. In order to populate Table 5, the student must be “left” whether by actually leaving, or by non-activity.

LACES looks at the last date of entered hours to determine when the student left. This is important because the student will require follow up if employment goals were entered in the student record. Follow up must be done in the correct quarter.

To see when a student’s last hours were entered, the user may create a custom view that displays this field.

To create a custom view

1. Go to the student tab and move the mouse to View.
2. Click Create New Views.
3. Enter a name for the view.

Add New Views

Give a name to new view.

4. Click the Fields button.
5. Click “**LastHoursDate**” from the list of available fields, then click Add.
6. Click OK to save the view.

Select Fields to Display Help ?

Available fields:

- LastEnrollDate
- LastFiscalYearActive
- LastFiscalYearActiveCode
- LastHoursDate**
- LastLevel
- LastName
- LastSchoolAttended
- LastSchoolAttendedLocati
- LastSurname
- LastUpdate
- LevelCode
- LifetimeDaysAbsent

Show these fields in this order:

- LastName
- FirstName
- OverallStatus
- EducationalLevel
- LastHoursDate

Buttons: Add ->, <- Remove, Move Up, Move Down, **OK**, Cancel

- Click Save and Apply to Grid.
- To use the same view during a later session, move the mouse to View.
- Move the mouse to My Views and select the view you want. If there is no My Views entry, select the view directly from the View list.

The student list will now display the columns selected in the view:

LastName	FirstName	OverallStatus	EducationalLevel	LastHoursDate
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The column LastHoursDate can be sorted by clicking on the column name. Clicking once will sort the dates from the oldest to most recent date. Clicking the column name again will sort the dates from the most recent to the oldest date.

This allows the user to quickly see the last date of hours entered for the students. The last hours date helps the user determine when a student left so follow up for employment goals can be done in the correct follow up quarter.